

- 7:00 p.m. Call to Order.
- Invocation.
- Pledge of Allegiance.
- Roll Call.
- Proclamations:
- A. Consent Agenda:
1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of July 11, 2023
 2. Approve the Accounts Payable Register of July 25, 2023 as presented.
 3. Receive the report from the Local Officers Compensation Commission.
 4. Minutes of Boards & Commissions.
 5. Materials Transmitted.
 6. Calendar of Meetings:
 - Historic District Commission on Wednesday, August 2 at 8:30 a.m. at Portage City Hall, Conference Room 1
 - Park Board on Wednesday, August 2 at 6:30 p.m. at Central Park
 - Human Services Board on Thursday, August 3 at 5:30 p.m. at Portage City Hall, Conference Room 1
 - Planning Commission on Thursday, August 3 at 7:00 p.m. at Portage City Hall, City Council Chambers
 - Committee of the Whole: Farmers Market Discussion on Tuesday, August 8 at 5:00 p.m. at Portage City Hall, City Council Chambers.
- B. Petitions and Statements of Citizens:
- C. Communications:
- D. Public Hearings:
1. Subsequent to the public hearing, consider approval of the Tentative Plan Amendment to modify the previously approved Tentative Plan for the Woodlands at Austin Lake Condominiums at 4301 Branch Avenue.
- E. Regular Business Agenda:
- F. Unfinished Business:
- G. Council Committee Reports:
- H. New Business:
- I. Statements of Citizens:
- J. Statements of City Council and City Manager.
- Adjournment.

CITY COUNCIL MEETING MINUTES FROM JULY 11, 2023

Mayor Patricia Randall called the Regular Meeting to order at in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Victor Ledbetter, Terry Urban, and Mayor Pro Tem Jim Pearson were present.

ABSENT: Councilmember Lori Knapp and Mayor Patricia Randall.

ALSO PRESENT: City Manager Pat McGinnis, Chief Development Officer Peter Dame, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Pro Tem Pearson, the audience observed a moment of silence to reflect on the citizens of the New England area on the east coast experiencing flooding. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: None.

CONSENT AGENDA: Mayor Pro Tem Pearson shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Burns, seconded by Brayton, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 5 to 0.

Approval of Minutes: Motion by Burns, seconded by Brayton, to approve the City Council Meeting Minutes of the Regular Meeting of June 20, 2023 (revised). Upon a roll call vote, motion carried 5 to 0.

Accounts Payable Register: Motion by Burns, seconded by Brayton, to approve the Accounts Payable Register of July 11, 2023, as presented. Upon a roll call vote, motion carried 5 to 0.

Tentative Plan and Rezoning Application (#22/23-9) - 732, 810, 830, and 906 East Centre Avenue: Motion by Burns, seconded by Brayton, to accept the Tentative Plan and Rezoning Application (#22/23-9), from OS-1 Office Service and B-1 Local Business Districts to Planned Development (PD) District for a senior housing facility at 732, 810, 830, and 906 East Centre Avenue and set a public hearing for August 8, 2023. Upon a roll call vote, motion carried 5 to 0.

Ice Control Salt Purchase - Cooperative Purchase: Motion by Burns, seconded by Brayton, to award contracts to Detroit Salt in the amount of \$195,270 for the early delivery of 3,000 tons of ice control salt at the price of \$65.09 per ton; and, \$68,470 for 1,000 tons of ice control salt for seasonal back-up on an as-needed basis at the price of \$68.47 per ton, and authorize the City Manager to execute all documents related to these contracts on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

Proposed Ordinance Amendment #22/23-11 - Chapter 42, Article 4 (Zoning Code): Motion by Burns, seconded by Brayton, to accept Ordinance Amendment #22/23-11 to amend various sections of Chapter 42, Article 4 (Zoning Code) to ensure consistency with State of Michigan regulations, address technical items, as well as other changes; and set a public hearing for August 8, 2023. Upon a roll call vote, motion carried 5 to 0.

Calendar of Meetings: Motion by Burns, seconded by Brayton, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 5 to 0.

Materials Transmitted: Motion by Burns, seconded by Brayton, to receive the Materials Transmitted of June 15, 2023. Upon a roll call vote, motion carried 5 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Brayton, to receive the minutes of the Planning Commission of June 1, 2023, and June 28, 2023. Upon a roll call vote, motion carried 5 to 0.

PETITIONS AND STATEMENTS OF CITIZENS:

Mayor Pro Tem Pearson opened the citizen comment segment with an update on the creation and next steps for the Lake Center Housing Task Force. He relayed that the City Administration's efforts to schedule the first meeting were underway but finding a cohesive time for all involved had proven problematic thus far, creating a delay. Councilmember Ledbetter echoed Mayor Pro Tem Pearson's earlier comments and stated that another scheduling inquiry would be going out to the Task Force in the hopes of gathering at least four members to get the process started.

1. Tom Space (1909 Winters Drive) spoke about a video of an earlier auto accident in front of his residence transmitted to the Council the day before. He stressed concerns about excessive speed on Winters Drive and recommended a stop sign at the adjacent Bennett Street. Mayor Pro Tem Pearson asked the City Manager to address Mr. Space's concerns, noting his earlier comments in August 2022, stating that the City Manager will have the City Administration perform a traffic study once volumes decrease with the ending of the I-94 construction.
2. Jeff Messenger (9220 East Shore Drive) recommended convening the Task Force virtually to improve attendance.
3. Tina Kuchenbach (2728 East Shore Drive) recommended offering evening options for the members of the Task Force to meet, noting the majority are employed and have familial obligations.
4. Mary Wielopolski (8836 East Shore Drive) stated she was attending on behalf of herself and her husband. She spoke regarding the Planning Commission's Master Plan document and quoted several specific incongruencies between the Master Plan and the Austin Landings proposal. She cited the Visions and Goals section, the Land Use section, the Housing section regarding new builds, the Parks section, and the Open Space & Environment section from the January 8th Planning Commission presentation with the consultant's talking points.
5. Richard Nellums (9240 East Shore Drive) recommended an agenda item be added specifically for Task Force updates.
6. James Beaudoin (8645 Balmoral Street) noted his earlier attendance at the January 24th City Council Meeting regarding a proposed city trail installation adjacent to his property and expressed concern about the proximity of the Austin Landings development to his neighborhood. He questioned why his neighborhood was not also part of the Task Force and asked for inclusion.
7. Kari Brown (1322 Romence Road) spoke regarding the Portage 2025 Visioning efforts that she participated in, with the outcomes and issues that have not been taken into consideration by the Council.
8. Sue Garvey (2514 East Shore Drive) spoke regarding a prior business she owned on Lovers Lane with a tree obstructing motorists' line of sight. She noted a discrepancy with the Tree City USA designation compared to actions by the City Administration, and issues with the removal of the tree and her neighbor.
9. Les Minor (2514 East Shore Drive) stated he was a long-time resident of the city and implored the City Council to take a serious look at the proposed developments for the community's long-term health. He noted there is a lot of hearsay and citizen conversations that need addressing, including the Public Safety Department demand increase, as well as increased demand on the Portage Public School system.

10. Evan Elliott (2803 East Shore Drive) expressed concerns about his communications with the City Administration and the City Council. He expressed frustration with the response of the City Council and their relationship with the developer.
11. Ken Ackert (9702 East Shore Drive) stated that the subject properties were bought as a buffer for the Upjohn - now Pfizer - company. He expressed concern about the destruction of habitats.
12. Joe Kuchenbach (2728 East Shore Drive) noted he attended the earlier June meeting and expressed concern about the powers of the City Council to limit negative development.
13. Evan Elliott (#10) spoke again regarding a property valuation and the abilities of the Council.
14. Rich Gilikson (10165 Woodlawn Drive) asked why the city needed a City Manager when there is a Mayor, conversely, a Mayor when there is a City Manager. He stated concerns about speeding on Woodlawn Drive and the options to abate the speed. He then asked about the potential for boulevards on Portage Road, to which Mayor Pro Tem Pearson confirmed and answered it was for traffic calming. He inquired why the city couldn't return the money to the developer and stop the project. Councilmember Urban responded that Pfizer sold the property. He then asked about the Woodbine Avenue property, to which Councilmember Urban confirmed the subject location is owned by the city.
15. Theresa Shade (9729 Woodlawn Drive) spoke regarding the Woodbine property, noting the prior owners intended development of 30 houses but the current city plan included 60 houses. She expressed concern about the city overseeing the project and also approving the project. She also noted issues with aspects of the development proposal.
16. Tina Kuchenbach (#3) noted the City Attorney was helpful at the recent Planning Commission meeting but questioned the steps in the process, including when votes occur, when public input is received, and when the process is decided. Mayor Pro Tem Pearson noted the plan released for Austin Landings illustrated the developer's "wish list" and not necessarily the final product.
17. Kathleen Paige (3020 East Shore Drive) stated many residents are concerned the City Council is improperly utilizing the city tax dollars and that the City Council represents the taxpayers. Also, she questioned why the Planning Commission utilized a consultant from the Chicago area with an urban focus that didn't fit the City of Portage area.
18. Evan Elliott (#10, #13) clarified that the plan document came from the City of Portage not the City of Kalamazoo as he'd earlier misspoke.
19. Nancy Kettleman (9737 Woodlawn Drive) stated she was happy to know the Austin Landings plan that had been published had the potential for modification, but asked the City Council to equitably apply the city's same guidelines to the developer as required of area homeowners.
20. Andrea Skidmore (912 East Centre Avenue) expressed concern about the development proposed in Item A.3 and how it will negatively affect her residence and her backyard view. She expressed concern about the City Council not listening to the desires of the citizens.

REGULAR BUSINESS AGENDA:

Discuss Potential Property Acquisition: Motion by Urban, seconded by Burns, to meet in Closed Session immediately following the regularly scheduled Council Meeting on Tuesday, July 11, 2023, to discuss potential property acquisition. Upon a roll call vote, motion carried 5 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Brayton provided an update regarding the Long Lake Governmental Lake Board. Motion by Burns, seconded by Pearson, to receive the Council Committee Report. Upon a voice vote, motion carried 5 to 0.

STATEMENTS OF CITIZENS:

1. Kari Brown (1322 Romence Road) stated that she also has an interest in property on East Shore to enjoy the lakes., She acknowledged the unique opportunity offered by the suburban options of Portage, while so close to recreation.
2. Joe Kuchenbach (2728 East Shore Drive) stated the recent Austin Lake weed treatment program is performing well.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Brayton hoped everyone had a great 4th of July holiday, acknowledging the happiness of her own holiday. She thanked the citizens who attended the meeting and provided their input, stating she valued their feedback.

Councilmember Burns acknowledged the first-ever golf fundraiser for the Portage Public Safety Foundation and the Cuff & Ladder Fund. He stated it was a well-attended event, raising approximately \$10,000. He thanked Portage Public Safety Director Nick Arnold for his comments, and Foundation Board President Dan Merkle for the invitation to attend.

Councilmember Urban spoke regarding the Austin Landings development process, as well as developments overall in the city. He noted his opposing stance on several prior developments for various reasons. He stated that the Council doesn't have answers to many of the citizen's questions as the Council has yet to receive the development plan at this point. Councilmember Urban highlighted that all of the Councilmember's phone numbers are posted on the city website and he would be happy to discuss concerns regarding the city's review process with anyone. He closed by noting prior failed efforts with the passage of a city tree ordinance and the ability of private property owners to clear-cut their land in the absence of such an ordinance.

Councilmember Ledbetter pushed back on public insinuations that the City Council does not care about the residents' concerns, stating he approaches each proposal as if it were planned for his backyard.

City Manager McGinnis provided a reminder of the "Departures: A Journey Tribute" band featured by the city at the Overlander Bandshell on July 13.

Mayor Pro Tem Pearson echoed Councilmember Urban's statements regarding private property owners. The Mayor Pro Tem noted the potential for the Councilmembers to have personal opinions on certain developments but will withhold taking a position to ensure due process. He thanked the citizens that attended the meeting for coming and expressing their opinions.

ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 9:12 p.m.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of July 25, 2023 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments, electronic payments and credit card payments. The attached Accounts Payable Register covers the period July 2, 2023 through July 15, 2023 and notes \$609,329.61 in automated clearing house payments, \$1,488,229.06 in paper checks, \$228,026.36 in auto-pay payments, \$3,347,198.69 in electronic payments and \$17,809.56 in credit card payments (June) for a grand total of \$5,690,593.28.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of July 25, 2023

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/02/2023 to 7/15/2023

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
07/07/2023	19632(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULT LOCS	63,233.75
07/07/2023	19633(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD SERVICES	2,173.50
07/07/2023	19634(A)	AMAZON.COM SALES, INC.	EVENT SUPS-PZSC, WINDOW CELLULAR SHADES-PD	1,875.83
07/07/2023	19635(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	250.00
07/07/2023	19636(A)	B M C SOFTWARE, INC.	TRACK-IT RENEWAL	2,916.83
07/07/2023	19637(A)	BAUCKHAM, SPARKS, THALL, SEEBER AND	ATTORNEY FEES	19,750.20
07/07/2023	19638(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	124,149.52
07/07/2023	19639(A)	BLOCK, MARY BETH	PER DIEM FOR CERT PUB COMM AT TCU	144.00
07/07/2023	19640(A)	C C I SOUTH, INC.	NETWORK CABLING REPAIRS	198.60
07/07/2023	19641(A)	CARDINAL BUS, INC.	TRIP VENDOR PAYMENT 230628 FOUR WINDS	1,560.00
07/07/2023	19642(A)	CARLETON EQUIPMENT CO.	REPAIR & MAINT SUPPLIES	2,113.02
07/07/2023	19643(A)	CLARK, RONALD	PER DIEM-POLICE STAFF & COMMAND SCHOOL	379.50
07/07/2023	19644(A)	COMPLETE LANDSCAPING SOLUTIONS	CONTRACT MOWING	1,087.23
07/07/2023	19645(A)	CROWN TROPHY	NAME PLATES & UNIFORM ITEMS	88.68
07/07/2023	19646(A)	D. WOOD PLUMBING LLC	BACKFLOW DEVICE TESTING	1,100.00
07/07/2023	19647(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING	178.45
07/07/2023	19648(A)	DEER CONTRACTING & LANDSCAPE	GRAIN ELEVATOR WINDOW LEAK REPAIR	6,640.00
07/07/2023	19649(A)	DURIAN, TAMMY	REIMB-YOUTH ADVISORY COMMITTEE SUPPLIES	1,063.39
07/07/2023	19650(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	367.50
07/07/2023	19651(A)	ELECTION SYSTEMS & SOFTWARE, INC.	BASIC TABULATOR & EXPRESSVOTE MAINT	10,288.00
07/07/2023	19652(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	DRINKING FOUNT ENCL, PICKLEBALL CT SLATES	3,771.12
07/07/2023	19653(A)	ETNA SUPPLY, INC.	BUILDING REPAIRS	89.00
07/07/2023	19654(A)	FISHBECK THOMPSON CARR & HUBER, INC	WELLHEAD PROT PROG, WETLAND DELINEATION	5,531.49
07/07/2023	19655(A)	GLOBAL EQUIPMENT CO., INC.	PARTITION PANEL	430.95
07/07/2023	19656(A)	GORDON WATER SYSTEMS	WATER SERVICES	101.85
07/07/2023	19657(A)	GORNO FORD	FLEET VEHICLES	115,863.00
07/07/2023	19658(A)	GRAINGER INC	CHARGING STATIONS - WEST FIELD PARK	812.34
07/07/2023	19659(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY DEDUCTIONS FOR JUNE 2023	113.67
07/07/2023	19660(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	432.00
07/07/2023	19661(A)	INDUSCO SUPPLY CO., INC.	MISC PAPER & CLEANING SUPPLIES	1,665.12
07/07/2023	19662(A)	INSIGHT PUBLIC SECTOR, INC.	PANASONIC I PRO TOWER IDGWS	2,724.13
07/07/2023	19663(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING AND TRIMMING	12,264.20

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Check Date	Check	Vendor Name	Description	Amount
07/07/2023	19664(A)	KEHOE, EDWARD J	FITNESS INSTRUCTION QIGONG	90.00
07/07/2023	19665(A)	KITE, HENRY	REIMB FUEL-ADV SRO SCHOOL	10.00
07/07/2023	19666(A)	KURZAVA, MATTHEW STEPHEN	FITNESS INSTRUCTION TAI CHI	300.00
07/07/2023	19667(A)	LIFEGUARD STORE	RAMONA LIFEGUARD APPAREL	430.00
07/07/2023	19668(A)	LRE	HAMPTON CREEK BOG PERMIT FEES	646.86
07/07/2023	19669(A)	MACQUEEN EQUIPMENT LLC	SWEEPER REPAIR/MAINTENANCE	1,145.49
07/07/2023	19670(A)	MCGINNIS, PATRICK	REIMB-MEM DAY PARADE CANDY, MAY/JUNE EXPS	524.78
07/07/2023	19671(A)	MCGUIRE, INGRID	REIMB-OFFICE SUPPLIES	18.19
07/07/2023	19672(A)	MCNALLY ELEVATOR CO.	CITY HALL ELEVATOR FAN REPAIR	328.00
07/07/2023	19673(A)	MEEKHOF TIRE SALES & SERVICE INC.	MOWER TIRES - TWEELS	2,488.56
07/07/2023	19674(A)	MEJEUR ELECTRIC LLC	RAMONA PICKLEBALL ELECTRIC OUTLET	975.00
07/07/2023	19675(A)	METRONET HOLDINGS LLC	INTERNET FIBER SERVICES, CABLE ACCESS FIBER	1,998.00
07/07/2023	19676(A)	MICHIGAN OFFICE ENVIRONMENTS	OFFICE FURNITURE	3,998.72
07/07/2023	19677(A)	MOTOR PARTS AND EQUIPMENT CORP	REPAIR & MAINT SUPPLIES	824.12
07/07/2023	19678(A)	NYE UNIFORMS	MISC UNIFORMS	875.60
07/07/2023	19679(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	559.00
07/07/2023	19680(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	1,674.40
07/07/2023	19681(A)	PEERLESS-MIDWEST, INC.	SHUMAN WELL MAINTENANCE	480.00
07/07/2023	19682(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE SERVICES	3,195.00
07/07/2023	19683(A)	PLASKO, PATRICIA MARIE	FITNESS CLASS INSTRUCTION	195.00
07/07/2023	19684(A)	PLM LAKE & LAND MANAGEMENT	WEST LAKE WEED MGMT	21,667.03
07/07/2023	19685(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR JUNE 2023	3,000.00
07/07/2023	19686(A)	PORTAGE ON-CALL FIREFIGHTERS	OCFF UNION DUES FOR JUNE 2023	30.00
07/07/2023	19687(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR JUNE 2023	959.00
07/07/2023	19688(A)	PRINTING SERVICES INC	PRINTING SERVICES	114.50
07/07/2023	19689(A)	QUADRANT II MARKETING, LLC	NEWSLETTER PRODUCTION JULY AUGUST	2,571.00
07/07/2023	19690(A)	QUALITY AIR HEATING & COOLING, INC.	HVAC CONTROLS HQ/ANNEX	30,048.00
07/07/2023	19691(A)	R W LAPINE INC.	HVAC ON-CALL SERVICES, REPAIRS	586.16
07/07/2023	19692(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE DISPOSAL SERVICES	1,651.31
07/07/2023	19693(A)	ROBERT LAMSON, LLC	PSYCH EVALUATIONS	645.00
07/07/2023	19694(A)	ROE-COMM, INC.	MISC RADIO SERVICES	40.00
07/07/2023	19695(A)	ROTO-ROOTER SEWER & DRAIN SERV	VIDEO SANITARY SEWER LEAD	456.95
07/07/2023	19696(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIRS	7,867.89

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07/07/2023	19697(A)	SNELL, DEBRA	FITNESS CLASS INSTRUCTION	450.00
07/07/2023	19698(A)	STOUT, MELISSA JOY	FITNESS CLASS INSTRUCTION	435.00
07/07/2023	19699(A)	TRUCK & TRAILER SPECIALTIES	PLOW MOTOR BOARD REPAIR	6,072.12
07/07/2023	19700(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR JUNE 2023	928.79
07/07/2023	19701(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER METERS	3,920.36
07/07/2023	19702(A)	VERPLANK TRUCKING CO.	LIMESTONE DELIVERY	1,738.05
07/07/2023	19703(A)	WADE TRIM ASSOCIATES, INC.	PLANNING SUPPORT FOR HUD, ANNUAL ACTION PL	3,045.01
07/07/2023	19704(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	39,349.25
07/14/2023	19705(A)	ADP, INC.	ADP PAYROLL & ETIME SERVICES	4,923.29
07/14/2023	19706(A)	BCHS-HELPNET	EMPLOYEE ASSISTANCE SERVICES	1,663.62
07/14/2023	19707(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT NASHVILLE 230828	38,106.00
07/14/2023	19708(A)	GABRIELLI, CARLIN	REIMB EXP-INTL NARCOTICS INTERDICTION CONF	1,380.80
07/14/2023	19709(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	11,002.21
07/14/2023	19710(A)	INCREDIBLE KETTLE	FOOD ASSISTANCE REIMBURSEMENT	51.00
07/14/2023	19711(A)	MAYHEW, BRYAN	REIMB-DISPLAY PORT TO HDMI ADAPTER	18.01
07/14/2023	19712(A)	MFCI, LLC	MUNICIPAL ADVISOR - CIP 2023 BOND ISSUE	21,000.00
07/14/2023	19713(A)	TMK WORLDWIDE, LLC	MARANA GROUP METER EXPS	952.67
07/14/2023	19714(A)	WOLFE, MATTHEW	REIMB EXP-MACP SUMMER PROF DEV CONF	543.00
Total ACH				609,329.61

Check Type: Paper

07/07/2023	324349	3CMA	3CMA ANNUAL CONFERENCE FEE	720.00
07/07/2023	324350	ACME SPORTS INC	AMMUNITION	3,300.00
07/07/2023	324351	ALERT-ALL CORP.	FIRE PUB EDUCATION SUPPLIES	1,449.36
07/07/2023	324352	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	890.00
07/07/2023	324353	ALTA EQUIPMENT CO.	DURAPATCHER REPAIRS	1,213.96
07/07/2023	324354	AMERICAN FLOOR MATS	FRONT DOOR FLOOR MATS	945.86
07/07/2023	324355	ASCENSION BORGESS HOSPITAL	DOT PHYSICAL & POST-OFFER PHYSICAL	541.00
07/07/2023	324356	BAILEY'S MEATS	FOOD ASSISTANCE REIMBURSEMENT	10.00
07/07/2023	324357	BERGER CHEVROLET	TAHOE 4WD POLICE PACKAGES	39,983.00
07/07/2023	324358	BROOKS ARCHERY INC/WILLIAM C PILLAR	ADULT ARCHERY	576.00
07/07/2023	324359	BROWN, SHANEKA	RENTAL DEPOSIT REFUND	150.00
07/07/2023	324360	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	157.16

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07/07/2023	324361	CINTAS CORPORATION NO. 2	UNIFORM CHARGES	324.02
07/07/2023	324362	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	395,712.84
07/07/2023	324363	CIZMADJI, SUSAN	TRIP REFUND TRAVERSE CITY	200.00
07/07/2023	324364	CUNNINGHAM, DANIEL R	HEALTHY COOKING CLASSES	260.25
07/07/2023	324365	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	122.49
07/07/2023	324366	DENNY'S SAW CRIB	CHAINSAW IGNITION COIL	106.99
07/07/2023	324367	DISCOUNT OFFICE ITEMS INC	FILING CABINETS	2,877.90
07/07/2023	324368	DIXON ENGINEERING, INC	ENG SVCS - HAVERHILL WATER TOWER REHAB	26,900.00
07/07/2023	324369	DOBRATZ, DIANNE	TRAVEL REFUND 230708	110.00
07/07/2023	324370	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINTENANCE	14,380.97
07/07/2023	324371	ENG., INC.	CONSOLIDATED DRAIN REHABILITATION	1,354.89
07/07/2023	324372	FADER EQUIPMENT, INC.	HILTI CUT-OFF SAW	3,500.00
07/07/2023	324373	FIFTH ASSET, INC.	DEBT MANAGEMENT SOFTWARE SUBSCRIPTION	10,500.00
07/07/2023	324374	IORE, KRISTIN	YOGA CLASSES	450.00
07/07/2023	324375	FLETCHER ENTERPRISES	MULTI PURPOSE ROOM PAINTING	3,870.00
07/07/2023	324376	FLIERS UNDERGROUND SPRINKLING	POND PUMP ANNUAL SERVICE	100.00
07/07/2023	324377	GALLS PARENT HOLDINGS, LLC	MISC POLICE EQUIPMENT	224.99
07/07/2023	324378	GORDON FOOD SERVICE	RAMONA CONCESSION SUPPLIES	829.60
07/07/2023	324379	GRAHAM, WILLIAM	REIMB EXP-NFPA CONFERENCE	1,033.55
07/07/2023	324380	GRANGER III, GEORGE A	SITE PLAN REVIEW - MULT LOCS	960.00
07/07/2023	324381	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES FOR JUNE	4,585.82
07/07/2023	324382	GROTHAUSE, DAVID	FOOD ASSISTANCE REIMBURSEMENT	6.00
07/07/2023	324383	HAMBRIGHT, JARED	PER DIEM-STRUCTURAL COLLAPSE TECH	501.50
07/07/2023	324384	HOEKSTRA ROOFING CO.	WATER TREATMENT PLANT ROOF REPAIRS	4,230.56
07/07/2023	324385	HOME DEPOT	REPAIR/MAINT SUPPLIES	4,109.99
07/07/2023	324386	VOID		0.00
07/07/2023	324387	INTERSTATE OFFICE INTERIORS	CHAIR REPLACEMENT	454.35
07/07/2023	324388	J & J PAINT AND GLASS	MULTI PURPOSE ROOM MIRROR WALL	2,827.38
07/07/2023	324389	J J KELLER & ASSOCIATES, INC.	PROFESSIONAL SERVICES	1,295.37
07/07/2023	324390	KALAMAZOO BEE CLUB	RENTAL DEPOSIT REFUND	100.00
07/07/2023	324391	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	2,016.63
07/07/2023	324392	KALAMAZOO COUNTY TREASURER	JUNE 2023 MOBILE HOME TAXES	300.00
07/07/2023	324393	KALAMAZOO LAWN & GARDEN EQUIPMENT	REPAIR MAINTENANCE	25.95

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07/07/2023	324394	KEAN, PEG	TRIP REFUND FOUR WINDS 230628	50.00
07/07/2023	324395	KELEMEN, MICHAEL & KIMBERLY	BD PAYMENT REFUND	65.00
07/07/2023	324396	KENT COUNTY DPW	WASTE DISPOSAL RED MED/DRUG	90.00
07/07/2023	324397	KIESER & ASSOCIATES, LLC	COMPOST WELL RE-DEVELOPMENT	2,000.00
07/07/2023	324398	KLENOW, MARY	TRIP REFUND 230930 LAKE PLACID	50.00
07/07/2023	324399	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE AGREEMENT	180.00
07/07/2023	324400	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINT	2,586.90
07/07/2023	324401	LOCEY SWIM POOL CO.	CITY HALL FOUNTAIN SUPPLIES	54.80
07/07/2023	324402	MARATHON SPORTSWEAR INC.	RAMONA STAFF APPAREL	166.25
07/07/2023	324403	MCCLURE, BRIAN	CONCERT IN THE COURTYARD ACTIVITY	200.00
07/07/2023	324404	MCCOY, MARK	PER DIEM, REIMB MEAL TKT-NFA LDRSHP IN SUPV	443.84
07/07/2023	324405	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	328.50
07/07/2023	324406	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	3,663.04
07/07/2023	324407	MICHIGAN ASSOC OF MUNICIPAL CLERKS	FEE FOR DESIGNATION	100.00
07/07/2023	324408	MICHIGAN ASSOC. OF SENIOR CENTERS	MEMBERSHIP IN MICH ASSOC OF SR CENTERS	75.00
07/07/2023	324409	MICHIGAN PAVEMENT MARKINGS LLC	MAJOR/LOCAL STREETS LINE PAINTING	47,488.80
07/07/2023	324410	MICHIGAN URBAN SEARCH AND RESCUE	CONFINED SP BRIDGE, STRUCTURAL COLLAPSE TR	2,300.00
07/07/2023	324411	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	7,362.02
07/07/2023	324412	MITCHELL, RENEE	SMART CYCLING	225.00
07/07/2023	324413	MOSQUITO BEATERS LLC	MOSQUITO TREATMENT FATF	358.00
07/07/2023	324414	MY ALARM CENTER, LLC	ALARM MONITORING	541.20
07/07/2023	324415	NATIONAL LEAGUE OF CITIES	CITY MEMBERSHIP	4,229.00
07/07/2023	324416	NATIONAL TELEPHONE MESSAGE CORP	PROMOTIONAL ITEMS FOR CRIME PREVENTION	3,633.00
07/07/2023	324417	NELSON'S APPLIANCE SERVICE	FIRE FACILITY MAINT	219.64
07/07/2023	324418	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	262.91
07/07/2023	324419	OCKERMAN, JOAN	TRIP REFUND 231127 LANCASTER	50.00
07/07/2023	324420	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,554.14
07/07/2023	324421	PAPPAS, LYNN M	FOOD ASSISTANCE DEPOSIT	40.00
07/07/2023	324422	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	487.42
07/07/2023	324423	PORTAGE ROTARY	PORTAGE ROTARY DUES	1,100.00
07/07/2023	324424	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	65.63
07/07/2023	324425	RANDALL, PATRICIA	REIMB FOR LUNCH MTG W/MEREDITH PLACE	38.75
07/07/2023	324426	RESCUEGEAR, INC.	FIRE TECH RESCUE GEAR	419.96

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07/07/2023	324427	ROAD COMMISSION OF KALAMAZOO COUNTY	DURAPATCHER EMULSION	5,168.51
07/07/2023	324428	RUIZ, RASAMARIA	RENTAL DAMAGE DEPOSIT RETURN	50.00
07/07/2023	324429	SANDERSON DEHAAN IRRIGATION	FIRE FACILITY MAINT	366.77
07/07/2023	324430	SHI INTERNATIONAL CORP.	SOLARWINDS PLUS, MLK KIOSK MODEM	8,722.87
07/07/2023	324431	SIGN SHOP OF WESTERN MICHIGAN	PDPS STAFFING BOARD MAGNETS	30.00
07/07/2023	324432	SITEONE LANDSCAPE SUPPLY LLC	PARKS IRRIGATION REPAIR	113.14
07/07/2023	324433	SMART SOURCE, LLC	PRINTING SERVICES	139.10
07/07/2023	324434	SOIL EXPLORATION SERVICES INC	UST "A" AND "B" OPERATOR SERVICE	350.00
07/07/2023	324435	SPARBEL, DEBORAH	TRIP REFUND 230708 SWEETGRASS	55.00
07/07/2023	324436	STALKER RADAR	STALKER TRAFFIC DATA COLLECTOR REPAIR	217.50
07/07/2023	324437	STATE OF MICHIGAN (DOT)	S WESTNEDGE AVE MICROSURFACING	5,996.60
07/07/2023	324438	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINT	789.08
07/07/2023	324439	SUITS U TAILOR SHOP INC	UNIFORMS & TAILORING	755.00
07/07/2023	324440	SWANK MOTION PICTURES, INC.	JUNE MOVIE GUARDIANS OF THE GALAXY	465.00
07/07/2023	324441	SYMPRO INC.	ANNUAL MAINTENANCE-INVESTMENT MODULE	6,250.00
07/07/2023	324442	T-SHIRT PRINTING PLUS, INC.	SHIRTS FOR CODE ENFORCEMENT OFFICERS	244.00
07/07/2023	324443	TELGENHOFF, MANDY	REIMB-YOUTH ADVISORY COMMITTEE LUNCH	78.56
07/07/2023	324444	TRAFFIC SAFETY WAREHOUSE	BREAKAWAY FOR SIGNS	1,149.90
07/07/2023	324445	TUSTIN'S ASPHALT SEALING	RAMONA PARK ASPHALT PATH REPAIRS	2,475.00
07/07/2023	324446	U S SIGNAL COMPANY, LLC	MONTHLY INTERNET FIBER SERVICE	900.00
07/07/2023	324447	ULINE, INC.	MOBILE STORAGE CABINET	1,851.60
07/07/2023	324448	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	1,014.76
07/07/2023	324449	UNITED PARCEL SERVICE	UPS WEEKLY	22.75
07/07/2023	324450	USPS	USPS MARKETING MAIL ANNUAL FEE	290.00
07/07/2023	324451	USPS	USPS BUSINESS REPLY MAIL ANNUAL PERMIT FEE	290.00
07/07/2023	324452	USPS	REPLENISH BUSINESS REPLY	200.00
07/07/2023	324453	VALLEY CITY SIGN	MLK PARK ACCESS SIGN CHANGE	370.00
07/07/2023	324454	VICKSBURG HARDWARE	STRING TRIMMER REPAIRS/MAINTENANCE	1,482.00
07/07/2023	324455	WASHCO, LLC	POWER WASH LIBERTY PARK	725.00
07/07/2023	324456	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	481.02
07/07/2023	324457	WESTVIEW CAPITAL, LLC	BD BOND REFUND	5,354.00
07/07/2023	324458	ZIMMERMAN ENTERPRISES, INC.	PASSENGER VANS FOR SENIOR CENTER	242,880.00
07/07/2023	324459	ZOLMAN TIRE INC.	TIRES-F250	3,793.92

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07/14/2023	324460	BAILEY'S MEATS	FOOD ASSISTANCE REIMBURSEMENT	8.00
07/14/2023	324461	BONAMEGO, LOUIS	FOOD ASSISTANCE REIMBURSEMENT	95.00
07/14/2023	324462	BRUSH, BENJAMIN	FOOD ASSISTANCE REIMBURSEMENT	20.00
07/14/2023	324463	BUSINESS SPEAKERS BUREAU LLC	DEPARTURE JULY CONCERT	4,500.00
07/14/2023	324464	GABRIELSE, KYLE	REIMB EXPS-FIREGROUND SURVIVAL TR	554.24
07/14/2023	324465	GOMEZ MENDEZ, ISAI	HAVERHILL WATER TOWER REHAB	538,992.50
07/14/2023	324466	INT'L ASSOC OF ARSON INVESTIGATORS	FIRE PREV MEMBERSHIPS	400.00
07/14/2023	324467	LONG, HEATHER	GRAIN ELEVATOR DEPOSIT REFUND	150.00
07/14/2023	324468	LOUNSBURY EXCAVATING, INC.	STORM DRAINAGE IMPROVEMENTS-ANGLING	5,000.00
07/14/2023	324469	MCKERNAN, COLIN	FARMERS MARKET MUSICIAN	100.00
07/14/2023	324470	MML UNEMPLOYMENT FUND	UNEMPLOYMENT COMPENSATION 2ND QTR 2023	308.50
07/14/2023	324471	OSHTEMO TOWNSHIP	FIRE INVESTIGATION FEES	7.72
07/14/2023	324472	PAPPAS, LYNN M	FOOD ASSISTANCE REIMBURSEMENT	37.00
07/14/2023	324473	USPS	PORTAGER POSTAGE-6 MONTHS	30,000.00
07/14/2023	324474	WELNIAK, BRAD	NFA-MEAL TICKET REIMBURSEMENT	347.84
Total Paper Checks				1,488,229.06

Check Type: Auto-Pay Payments

07/03/2023	CARD CONNECT	PROCESSING FEES	1,001.11
07/03/2023	MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	162,486.09
07/05/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	41.05
07/05/2023	BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	455.76
07/06/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	25,393.66
07/10/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	1,295.47
07/10/2023	INVOICE CLOUD	PROCESSING FEES	886.20
07/12/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	30,588.98
07/13/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	1,551.32
07/14/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	668.99
07/14/2023	MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	3,657.73
Total Auto-Pay Payments			228,026.36

Check Type: Electronic Payments

07/03/2023	HUNTINGTON NATIONAL BANK	DEBT SERVICE PAYMENTS	3,237,929.38
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07/06/2023		ASU GROUP	WORKERS COMPENSATION	6,260.26
07/12/2023		SBF	SUMMER TAX BILL POSTAGE	8,205.39
07/14/2023		MULTIPLE	IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS	94,803.66
			Total Electronic Payments	3,347,198.69

Check Type: Credit Card Payments

06/01/2023		HAMPTON INNS	PARKS PERFORMER HOTEL STAY	165.39
06/01/2023		INIA.ORG	POLICE CONFERENCE REGISTRATION FEE	450.00
06/01/2023		ADOBE STOCK	STOCK PHOTO/VIDEO/MUSIC LIBRARY	19.99
06/02/2023		TATER TATS TATTOOS	ITEMS FOR PARKS EVENT	51.70
06/02/2023		LIFETIME.COM	SENIOR CENTER SUPPLIES	3,637.34
06/05/2023		STICKER MULE	ITEMS FOR SENIOR CENTER EVENT	175.42
06/05/2023		YOURMEMBERSHIP, INC.	HUMAN RESOURCES JOB POSTING MEMBERSHIP	150.00
06/06/2023		NJ CRIMINAL	POLICE TRAINING REGISTRATION	225.00
06/06/2023		COMMUNITY ECONOMIC DEV	COMMUNITY DEVELOPMENT TRAINING REG	65.00
06/08/2023		SOCIETYFORHUMANRESOURCE	HUMAN RESOURCES MEMBERSHIP FEE	244.00
06/09/2023		FSP ALLEGRA CMG	PARKS POSTAGE	70.38
06/09/2023		EXCEL MICRO	IT ANNUAL SOFTWARE SUBSCRIPTION	48.00
06/12/2023		EMBASSY HOTELS	POLICE CONFERENCE HOTEL STAY	300.58
06/12/2023		PELRA IL	HUMAN RESOURCES TRAINING REGISTRATION	295.00
06/12/2023		SAMSCLUB.COM	SENIOR CENTER SUPPLIES	318.90
06/12/2023		GRAND TRAV RESORT	T&U CONFERENCE HOTEL STAY	789.76
06/12/2023		INTERNATIONAL PUBLIC MAN	HUMAN RESOURCES CERTIFICATION STUDY GUIDE	100.00
06/12/2023		HAMPTON INNS	PARKS PERFORMER HOTEL STAY	230.88
06/13/2023		SP DISPLAYS4SALE.COM	PARKS DISPLAY CASE	183.75
06/13/2023		EMBASSY HOTELS	HOTEL TAX REFUND	(15.96)
06/15/2023		ANYPROMO.COM	PARKS PROMOTIONAL ITEMS	1,865.85
06/15/2023		WEST MICHIGAN ASSOCIATION	POLICE ANNUAL MEMBERSHIP FEE	30.00
06/15/2023		NJ CRIMINAL	POLICE TRAINING REGISTRATION	225.00
06/15/2023		SHRM CERTIFICATION	HUMAN RESOURCES CERTIFICATION	100.00
06/19/2023		WF WAYFAIR3931068661	PARKS SUPPLIES	518.97
06/19/2023		ACORN NATURALISTS	ITEMS FOR PARKS EVENT	657.84
06/19/2023		MARRIOTT CRYSTAL GATEW	SENIOR CENTER CONFERENCE HOTEL STAY	1,137.92

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Check Date	Check	Vendor Name	Description	Amount
06/21/2023		FREE CONFERENCE CALL GLOB	IT CONFERENCE CALL CHARGES	19.01
06/21/2023		CERTIFIED TRAINING INSTIT	COMMUNITY DEVELOPMENT TRAINING REG	49.00
06/23/2023		PADDLESPO RTS WAREHOUSE	PARKS EQUIPMENT/SUPPLIES	485.19
06/26/2023		RELYCO SALES INC	ACCOUNTS PAYABLE CHECK STOCK	228.06
06/26/2023		HOLIDAY INN EXPRESS	POLICE CONFERENCE HOTEL STAY	1,161.70
06/26/2023		SMARTSHEET INC.	IT ANNUAL SOFTWARE SUBSCRIPTION	1,800.00
06/27/2023		SIRCHIE ACQUISITION COMPA	POLICE TRAINING REGISTRATION FEE	1,300.00
06/30/2023		SHANTY CREEK RESORTS -	POLICE CONFERENCE HOTEL STAY	725.89
			Total Credit Card Payments	17,809.56
			Grand Total	5,690,593.28

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Local Officers Compensation Commission Report

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Receive the report from the Local Officers Compensation Commission.

The Code of Ordinances, Chapter 2 - Division 5, establishes a Local Officers Compensation Commission (LOCC) and its duties. The LOCC, which is required to meet every odd year, met on July 12, 2023, to consider City Council compensation. The LOCC is composed of Commissioners Mike Quinn, Paul Summers, Mike Stoddard, Sean Malone, Ryan Thomas, and Gary Roberts. The attached report from the LOCC to City Council determines that the annual compensation for the Mayor and City Councilmembers should increase by \$1,500 each for the next two years.

For informational purposes, according to section 117.5c of the State of Michigan Home Rule City Act, the determinations of the LOCC are effective 30 days following the formal filing with the City Clerk on July 12, 2023, unless rejected by a two-thirds majority of the members of the City Council. In the case of rejection, the current salaries prevail. The LOCC will meet again in 2025.

FUNDING: There is funding established in the Fiscal Year 2023-2024 budget for the quarterly salaries of the Mayor and Councilmembers.

Attachments:

1. 2023 LOCC Report
2. 2023 07 12 LOCC Minutes - DRAFT

To: Mayor Randall and the Portage City Council
From: Local Officers Compensation Commission
Subject: Elected Official Compensation Review

Date: July 12, 2023

Commission Officers:

Mike Stoddard, Chairperson

Commission Members:

Mike Quinn, Paul Summers, Mike Stoddard, Sean Malone, Ryan Thomas, and Gary Roberts (absent).

Background

The Local Officers Compensation Commission (LOCC) is appointed by the Mayor as established by City Ordinance to “determine the salaries of all local elected officials.”

Compensation History

Following is a brief history of the compensation received by the Portage City Council and Mayor:

- \$20 per meeting as of – and prior to – April 1975 for the Councilmembers and the Mayor.
- \$25 per meeting for Councilmembers and Mayor after April 1975.
- \$1,300 per year for Councilmembers and \$2,300 per year for the Mayor as of August 1977.
- \$4,000 per year for Councilmembers and \$6,000 per year for the Mayor as of March 1991.
- \$5,000 per year for Councilmembers and \$7,500 per year for the Mayor as of June 2007.
- No change to the compensation of Councilmembers and Mayor for June 2009, 2011, 2013, and August 2015.
- \$6,000 per year for Councilmembers and \$8,500 per year for Mayor as of August 2017.
- \$9,500 per year for Mayor and \$7,000 per year for Councilmembers as of September 2019.
- No change to the compensation of Councilmembers and Mayor for July 2021 (due to the economic effects of COVID-19 pandemic).

Commission Discussion

The commission believes there exists a need to fairly compensate the Mayor and the City Councilmembers. The LOCC discussed a continued desire to capture surveyed municipality revenues and expenditures data, as well as per capita income for each entity. There was further discussion regarding recent economic inflation effects, cost of living increases for city staff, and the length between LOCC meetings during which any raises would relate. Additional discussion followed pertaining to city demands on

Councilmembers' time, measures of Council's performance, and comparisons to other local municipalities and similarly sized jurisdictions.

Commission Determination

After discussion and deliberation on the subject for which the LOCC is charged, it is the determination of the Commission that the compensation of City Councilmembers and the Mayor receive an additional \$1,500 for the period of the following two years. The total compensation would be as follows: \$11,000 per year for the position of Mayor and \$8,500 per year for Councilmembers, in addition to the existing City Council Electronic Device stipends. If confirmed by the Council, these increases would be effective with the payroll period following the July 25, 2023 City Council meeting.

LOCAL OFFICERS COMPENSATION COMMISSION MEETING MINUTES
JULY 12, 2023

The Meeting was called to order at 3:30 p.m.

The following members were present: Sean Malone, Michael Quinn, Mike Stoddard, Paul Summers, and Ryan Thomas. Gary Roberts was absent with excuse and there is one vacant position on the Commission. Staff Liaisons Deputy Clerk Tammy Durian and City Clerk Erica Eklov were also present.

ELECTION OF CHAIRPERSON

Motion by Quinn, seconded by Summers, to appoint Mike Stoddard as Chairperson.

APPROVAL OF THE MINUTES

Motion by Stoddard, seconded by Malone, to approve the minutes of the July 28, 2021, meeting of the Local Officers Compensation Commission (LOCC). Motion carried 5-0.

STATEMENTS OF CITIZENS

There were no statements offered by citizens.

NEW BUSINESS – REVIEW OF CITY COUNCIL AND MAYOR SALARIES

The members were directed to the supplementary meeting documents that included a survey of compensation rates from local municipalities.

Commissioners discussed the previous 2019 and 2021 surveys and refraining from providing City Council with a 2021 increase due to financial uncertainties as a result of the COVID 19 pandemic, as well as council terms and effective dates. Clerk Eklov informed the Commission that city staff received a 5% cost of living increase for 2023/2024 fiscal year, provided information regarding the council terms and stipends, then directed the payroll questions to Director of Human Resources, Shannon Hertz.

Commissioners further discussed the municipal survey and comparisons, population and revenue, council responsibilities, as well as support and growth within the City of Portage. Mr. Thomas asked for the comparison to include a budget expenditures and revenues in future surveys. Further discussion included tools to establish goals and objectives for City Council. Mr. Stoddard asked if an increase was desired. Mr. Quinn commented on council responsibilities and noted Kalamazoo County Commissioners salary comparison. Mr. Thomas noted the City of Portage's position on the salary comparison. Mr. Malone asked about the budget and noted recent inflation.

Motion by Thomas, seconded by Quinn, to increase the annual compensation for Mayor by \$1,000.00 to a total of \$10,500.00 and to increase the annual compensation for City Councilmembers by \$1,000.00 to a total of \$8,000.00, including the current Council Device Stipend.

After additional discussion, Mr. Summers and Mr. Malone asked to amend the motion and increase the compensation to \$1,500.00 based on inflation and because there was not an increase in 2021. Mr. Thomas agreed, and Mr. Stoddard noted that council is not a compensation driven position.

Motion by Summers, seconded by Malone, to increase the annual compensation for Mayor by \$1,500.00 to a total of \$11,000.00 and to increase the annual compensation for City Councilmembers by \$1,500.00 to a total of \$8,500.00, effective after Council receipt, including the current Council Device Stipend, and noting the lack of a compensation increase in 2021. Motion carried 5-0.

Clerk Eklov reviewed the proposed updates to the draft report to City Council and shared that it would be placed on the City Council agenda of the July 25, 2023, Regular City Council Meeting.

ADJOURNMENT: The meeting adjourned at 4:18 p.m.

Tammy Durian, Deputy City Clerk /
Staff Liaison to the LOCC

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Woodlands at Austin Lake (4301 Branch Avenue) -- Tentative Plan Amendment

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Subsequent to the public hearing, consider approval of the Tentative Plan Amendment to modify the previously approved Tentative Plan for the Woodlands at Austin Lake Condominiums at 4301 Branch Avenue.

INTRODUCTION

The applicant (Bill Patterson representing JAMB, LLC) has submitted an amendment to change the previously approved 2004 Tentative Plan for The Woodlands at Austin Lake Condominiums Planned Development to reduce three proposed duplexes (6 units) to three detached single-family homes. The applicant attributes this request for a change as a response to a market desire for single-family detached homes rather than duplexes.

The Woodlands at Austin Lake Condos Planned Development

Applicant	Property Address	Description	Zoning
JAMB, LLC (Bill Patterson)	4301 Branch Avenue	Mixed duplex and detached single-family condominiums	- 2004 Original Tentative PD Approved - 2017 Amended PD - 2020 Amended PD

In 2004, the initial Tentative Plan was approved for a total of 80 condominium units consisting of a mix of duplexes and detached single-homes, interior trails, sidewalks along Branch Avenue, clubhouse, and preservation of 17 acres of the total 35-acre site (2.29 units/ acre density). All duplexes and detached single-family houses consist of 1-story with roof dormers, two-car attached garages, private driveways, connections to city utilities, and private stormwater, and are located along private streets maintained by the Homeowners Association (HOA). The overall development is accessed from South Sprinkle Road and Branch Avenue. Detached houses are approximately 2,000 square feet in size, while each attached unit within the duplexes is approximately 1,800 square feet in size. Depending on grade elevation and water table, some units/ houses have walk-out basements.

A description of the project's three development phases and the number of units are provided in the Development Summary table below, as well as the changes to the project. As each phase has been

approved and constructed, the developer has gained approvals to build fewer duplexes in exchange for more detached single-family homes in response to the market, as noted in the table. To date, a total of 60 units have been built (23 duplexes with a total of 46 attached units and 14 detached houses). Fourteen total units remain unbuilt.

The Woodlands at Austin Lake Condominium Development Summary

Year	Project	No. Duplex (attached units)	No. Detached Single Family Homes	Approved No. Units	Changes
2004	Original Approval Tentative Plan	38 (76)	4	Overall 80	N/A
2005	Approved Phase 1 & 2	22 (44)	4	48	None
2017	Approved Phase 3 w/Minor Changes	9 (18)	9	27 (New overall total 75)	Reduced from 30 to 27 units, removed the planned natural path and sidewalk.
2020	Phase 3 Minor Changes	8 (16)	10	New overall total 74	Covert 1 proposed duplex into 1 detached house.
2023	No. Built Units [Unbuilt]	23 (46) [7 (14)]	14	Overall 60	N/A
2023	Proposed Amendment	-3	+3	Proposed New Overall Total 71	Proposal: Convert 3 duplexes into 3 detached houses. Proposal: DensityChange - 11.35%

The proposed amendment will convert three proposed duplexes (6 attached units) to three detached single-family condominium homes within Phase 3. These proposed duplex sites are Units 50 & 51, Units 53 & 54, and Units 60 & 61. These proposed duplex site changes are noted in the attachment. This amendment will lower the total unit count from 74 to 71 units, and lower the overall density from 2.29 units/ acre (80 units) to 2.03 (71 units). The amount of preserved area (17 acres) remained unchanged. The planned developed spaces of the three proposed duplexes will generally remain the same, only separated by the proposed detached homes. There is negligible expected change in traffic/parking

demand from this change. The future detached homes are expected to be similar to the existing homes within The Woodlands 'PD'.

The developer's amendment resulted in a greater than 10% change in density, which is a substantial change to the original 2004 approved Tentative Plan. Per [Sec 42-375 H and I](#), the tentative plan amendment shall be re-reviewed by the Planning Commission and City Council.

Staff finds the proposed amendment will only result in a minimal decrease in the overall development's traffic volume, development footprint, and density. Further, staff notes that the Master Deed for this development will need to be modified if this amendment is approved. The developer is aware of this.

Planning Commission Public Hearing and Recommendation

The Planning Commission convened a public hearing on June 1, 2023. The applicant representative, Bill Patterson of JAMB, LLC, provided testimony to support the application. One citizen provided testimony during the public hearing to comment in support of the proposed amendment. After careful consideration, the Planning Commission voted unanimously (8-0) to recommend to City Council the Tentative Plan Amendment to modify the previously approved The Woodlands at Austin Lake Condominiums Planned Development that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses, at 4301 Branch Avenue.

Recommendation

It is recommended that City Council approve the Tentative Plan Amendment to modify the previously-approved The Woodlands at Austin Lake Condominiums Planned Development that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses, located at 4301 Branch Avenue.

FUNDING: Not Applicable

Attachments:

1. 2023 06 01 Planning Commission
2. Public Comment Received_2023 06 01
3. Planning Commission Transmittal
4. Planning Commission Minutes_2023 06 01

TO: Planning Commission

DATE: June 1, 2023

FROM: Peter Dame, Chief Development Officer

SUBJECT: An amendment that modifies the previously-approved Tentative Plan for The Woodlands at Austin Lake Condominiums Planned Development at 4301 Branch Avenue.

I. INTRODUCTION:

The applicant (Bill Patterson representing JAMB, LLC) has submitted an amendment to change the previously approved 2004 Tentative Plan for 'The Woodlands at Austin Lake Condominiums' Planned Development to reduce three proposed duplexes (6 units) to three detached single-family homes. The applicant requests this change as a response to the market desire for single family detached homes rather than duplexes.

II. BACKGROUND INFORMATION:

The Woodlands at Austin Lake Condos 'Planned Development'

Applicant	Property Addresses	Description	Zoning
JAMB, LLC (Bill Patterson)	4301 Branch Avenue	Mixed duplex and detached single family condominiums	2004 Original Tentative PD Approved 2017 Amended PD 2020 Amended PD

In 2004, the initial Tentative Plan was approved for a total of 80 condominium units consisting of a mix of duplexes and detached single-homes, interior trails, sidewalk along Branch Avenue, clubhouse, and preservation of 17 acres of the total 35-acre site (2.29 units/ acre density). All duplexes and detached single-family houses consist of 1-story with roof dormers, two-car attached garages, private driveways, connections to City Water/ Sewer and private stormwater, and located along private streets maintained by the Homeowners Association (HOA). The overall development is accessed from S. Sprinkle Road and Branch Avenue.

Detached houses are approximately 2,000 square feet in size, while each attached unit within the duplexes is approximately 1,800 square feet in size. Depending on grade elevation and water table, some units/ houses have walk-out basements.

A description of the project's three development phases and the number of units are provided in the Development Summary table below, as well as the changes to the project. As each phase has been

approved and constructed, the developer has gained approvals to build fewer duplexes in exchange for more detached single-family homes in response to the market, noted in the table. To date, a total of 60 units have been built (23 duplexes (46 attached units) and 14 detached houses); 14 total units remain unbuilt.

The Woodlands at Austin Lake Condominium Development Summary

Year	Project	No. Duplex (attached units)	No. Detached Single Family Homes	Approved No. Units	Changes
2004	Original Approval Tentative Plan	38 (76)	4	Overall 80	N/A
2005	Approved Ph. 1 & 2	22 (44)	4	48	None
2017	Approved Ph. 3 w/ Minor Changes	9 (18)	9	27 (New overall total-75)	Reduced 30 to 27 units, removed planned natural path and sidewalk.
2020	Ph. 3 Minor Changes	8(16)	10	New overall total-74	Convert 1 proposed duplex into 1 detached house.
2023	No. Built Units [Unbuilt]	23 (46) [7(14)]	14	Overall 60	N/A
2023	Proposed Amendment	-3	+3	Proposed New Overall Total-71	Proposal: Convert 3 duplexes into 3 detached houses. Proposal: Density Change: 11.35%

III. ANALYSIS:

The proposed amendment will convert three proposed duplexes (6 attached units) to three detached single family condominium homes within Phase 3. These proposed duplex sites are Units 50 & 51, Units 53 & 54, and Units 60 & 61. These proposed duplex site changes are noted in the attachment. This amendment will lower the total unit count from 74 to 71 units, and lower the overall density from 2.29 units/ acre (80 units) to 2.03 (71 units). The amount of preserved area (17 acres) remained unchanged. The planned developed spaces of the three proposed duplexes will generally remain the same, only separated by the proposed detached homes. There is no expected change in traffic/ parking demand from

this change. The future detached homes are expected to be similar to the existing homes within The Woodlands 'PD'.

The developer's amendment resulted in a greater than 10% change in density. Therefore, it is not in compliance with the original 2004 approved Tentative Plan, per [Sec 42-375 H and I](#). As a result, the tentative plan amendment shall be re-reviewed by the Planning Commission and City Council.

Staff finds the proposed amendment will only result in a minimal decrease in the overall development's traffic volume, development footprint, and density. Further, staff notes that the Master Deed for this development will need to be modified if this amendment is approved. The developer is aware of this.

Public Notices / Comment

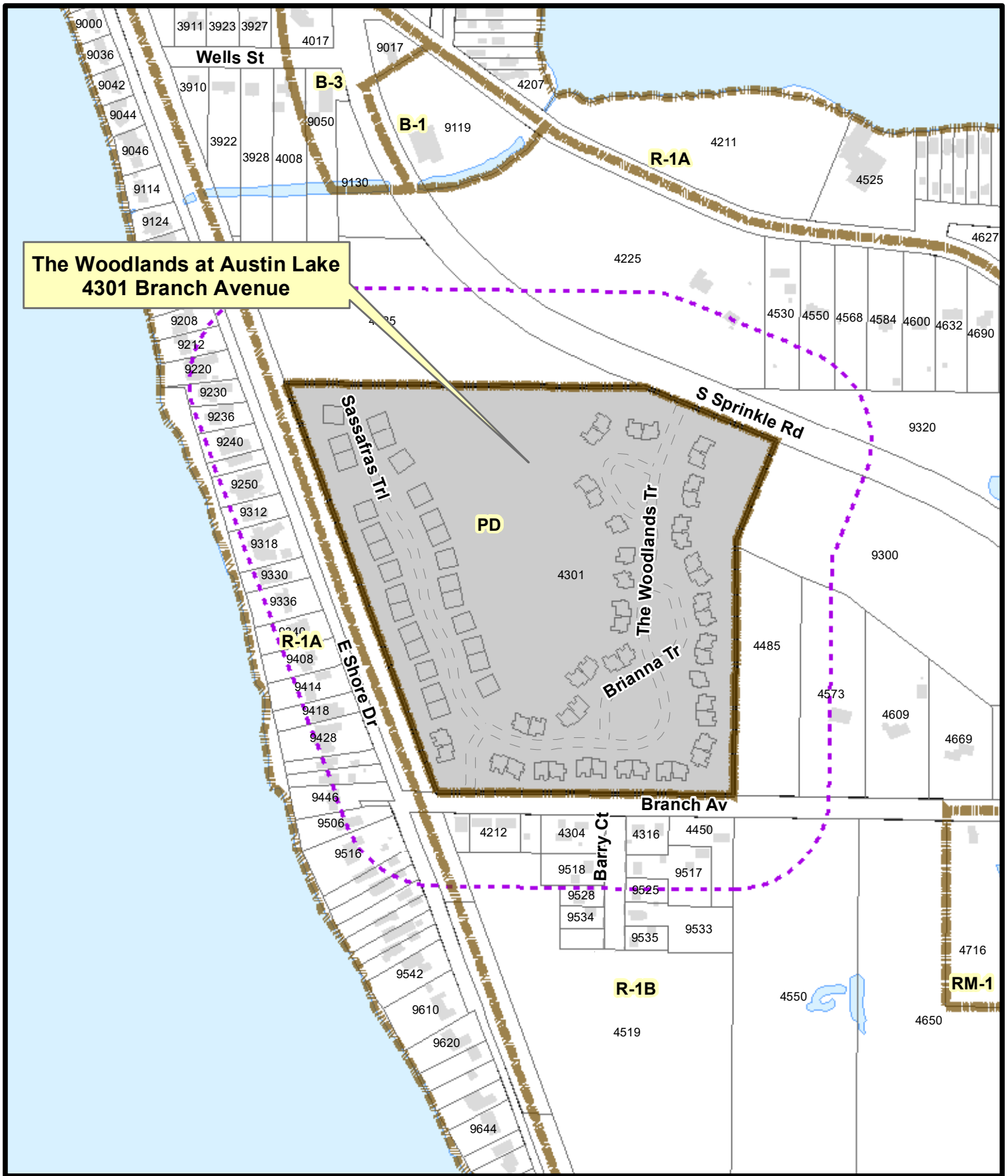
Required public notice was sent to all property owners/ occupants within 300 feet of the subject property on May 16, 2023, as well as a public notice published in the Kalamazoo Gazette on the same date. As of the date of this report, May 25, 2023, staff has not received any public comment.

IV. RECOMMENDATION:

If no additional public comment is requested and the Commission is supportive of the proposed amendment request for The Woodlands at Austin Lake Condominiums, staff advises the Planning Commission to recommend to City Council the approval of the Tentative Plan Amendment that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses.

Attachments:

1. Vicinity Map
2. Development Review Application
3. Project Narrative
4. Proposed Duplex Site Changes
5. 2004 Original Tentative Plan Layout
6. Ph. 3 Woodlands staff report to PC
7. 2017 Ph. 3 Layout
8. 5.22.23 Site Pictures



-  Zoning Boundary
-  300' Notification Area
-  Subject Property

Revised Tentative Plan
The Woodlands at Austin Lake
Residential Planned Development
4301 Branch Avenue



1 inch = 400 feet



DEVELOPMENT REVIEW APPLICATION

Department of Community Development
7900 South Westnedge Avenue – Portage, Michigan 49002 – (269) 329-4477

Applicant must complete all items in sections 1-9 (if applicable).

Please note: Separate applications must be submitted for Plumbing, Mechanical and Electrical Work Permits

No Work is to Start Prior to the Issuance of Building Permit

1) PROJECT INFORMATION

The Woodlands At Austin Lake Phase III	9309 Sassafras Trl, Portage, MI 49002
--	---------------------------------------

2) IDENTIFICATION (OWNER)

Name JAMB LLC		Address 9309 Sassafras Trl	
City Portage	State MI	Zip 49002	Phone 269-720-2922

3) ARCHITECT OR ENGINEER

Name	Address	City
State	Zip	Phone
License Number	Expiration Date	Email

4) BUILDING CONTRACTOR

Company name Investment Asset Management LLC	Address 9309 Sassafras Trl	City Portage
State MI	Zip 49002	Phone 269-720-2922
Email bill.patterson1969@gmail.com	Federal Employer ID 56-2465389	
Builder License Number 2102165120	Expiration Date 5-31-23	
Workers Comp Insurance Carrier Liberty Mutual	MESC Employer Number No Employees	

5) TYPE OF DEVELOPMENT PROJECT

- ☐ Site Plan ☐ Building Plan ☐ Final Plan in Planned Development
☐ Subdivision ☐ Condominium ☐ Land Division Requiring Public Improvements
☐ Landscape Plans ☐ Public Water Main ☐ Public Sanitary Sewer Main

☒ Other: Amend PD
Tentative Plan _____

(Note: Please provide a Portable Document Format (PDF) of the plans for the project at time of document submittal. The submitted format shall be CD/DVD or USB. If a PDF is not submitted, an additional \$25 fee plus \$1 for each plan sheet after 20 sheets will apply.)

6) TYPE OF IMPROVEMENT

- ☐ New Building ☐ Alteration ☐ Addition ☐ Repair ☐ Demolition ☐ Foundation Only
☐ Relocation ☐ Special Inspection ☐ Solar ☐ Other: _____

7) DESCRIPTION OF WORK

A) _____

B) Valuation of Project: \$ _____

C) Any known soil and/or groundwater contamination? ☐ Yes ☐ No

8) CHARACTERISTICS OF THE BUILDING

A) Water Meter Size

- ☐ 5/8" ☐ 3/4" ☐ 1" ☐ 1 1/2"
- ☐ Other _____ ☐ Irrigation Size _____ ☐ Fire Sprinkler Size _____

B) Electric Service Size

- ☐ 200 AMP ☐ 400 AMP ☐ 600 AMP ☐ 800 AMP ☐ 1000 AMP ☐ Other _____

C) Type of Mechanical

Air Conditioning? ☐ Yes ☐ No Fire Suppression? ☐ Yes ☐ No Hood System? ☐ Yes ☐ No

9) CONSTRUCTION PLANS SUBMITTED

Required submittals for plan review:

- Plans shall be signed and sealed when required in accordance with State of Michigan Act No.299 of Public Acts of 1980.
- All plans shall be drawn on uniform sheets no greater than 30"x42".
- All plans shall be drawn to an architectural scale.
- All plans shall be clear, legible and accurate.
- Plans shall be stapled along the left margin.

Type of Plan Submitted:

- ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

Building Code: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plan, details, roof plan, roof finish schedule, roof live and dead loads.

Electric Code: Lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, and appropriate plans showing standard symbols of all electrical equipment.

Plumbing Code: Site plan, floor plans, DWV riser diagrams and water distribution system and roof plan, Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet, meter locations.

Mechanical Code: Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts, kitchen equipment layout, and combustion air. (Plans for fire suppression systems may be submitted after permit issuance, but are required prior to installation.)

Energy Code: Floor plans, building sections, details, average annual degree days, exterior envelope components materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

Note: Additional plan review fee(s) required of all non-concurrent plan submittals

APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name JAMB LLC	Phone 269-720-2922
Address 9309 Sassafras Trl	City Portage
State MI	Zip 49002

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and I agree to conform to all applicable laws of the State of Michigan and ordinances of the City of Portage. All information submitted on the application is accurate to the best of my knowledge.

Signature of Applicant: Bill Patterson Date: 5-3-23

JAMB LLC
9309 Sassafras Trl
Portage, MI 49002

May 4, 2023

City Of Portage
7900 South Westnedge Ave.
Portage, MI 49002

RE: Amend PD Tentative Plan
Change Three Duplexes To Three Single Units

Hello Planning Commissioners,

We are requesting that you consider our petition to change the number of total units at The Woodlands At Austin Lake Condominiums. Over the years since we started this project, market conditions and buyer's desires have changed several times. We have made changes as these changes have occurred. Over the past several years, stand alone condominiums have been more desirable than our typical duplex units. As construction costs and interest rates have climbed, it is the higher end condominiums and entry level condominiums that are most marketable. Since our development is comprised of what we describe as higher end condominiums, we feel that the most desirable and marketable condominiums would be single units. For this reason, we are requesting to change our last three planned duplexes in Phase III to single units. This would result in a decrease of three units in Phase III. This would also make the Preserve side of Sassafras Trl all single units. The other side of Sassafras Trl has a mixture of five duplexes and four single units.

Our request to change the zoning to Planned Development and our Tentative Plan for The Woodlands At Austin Lake were approved in 2004. At this time a total of 80 units were planned. In 2005 we received City Council approval for Phases I & II and a total of 48 units comprised of 4 single units and 22 duplex units. In 2017 our Final plan for Phase III was approved for an additional 27 units including 9 single units and 9 duplex units. Our new total units were then 75 units. In 2020 a minor change was administratively approved to change one duplex to a single unit. The new total units are now 74 units.

Our current request is to change the three duplex units on the East side of Sassafras Trl to single units. This would result in a total unit count of 71. This would be 11.25% less total units. This is slightly more than the allowable change of 10%. The site is comprised of 35.46 acres. With the originally proposed 80 units, total density would be 2.25 units per acre. With 71 total units as proposed, total density would be 2.00 units per acre. This would be slightly larger change than the allowable change of 10% which would be 2.03 units per acre. All other requirements for substantial compliance with the tentative plan are still met. In a nutshell...we are just decreasing density and total units a very small amount and likely increasing open space in the development by about 10% from what we had originally proposed.

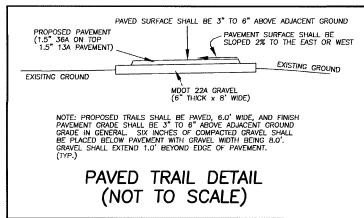
To date we have a total of 60 units completed. In Phases I & II we have 4 duplex sites still available. These units are not able to have basements and therefore are less desirable to prospective buyers. These are taking a bit longer to build than we had hoped for. In Phase III, if our request is approved, we would have 3 single units left and would plan to start building as soon as approval was granted.

In summary, we wish to thank the Planning Department for their guidance and efforts in helping us with this request. We would also like to thank the Planning Commission and City Council for considering our request.

Respectfully,

A handwritten signature in black ink that reads "Bill Patterson". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Bill and Jackie Patterson
JAMB LLC



EXISTING PHASE 3 of "THE WOODLANDS AT AUSTIN LAKE"

EXISTING PHASE 2 of "THE WOODLANDS AT AUSTIN LAKE"

NOTE: PERMIT(S) SHALL BE OBTAINED FROM THE M.D.E.Q. IF ANYONE IS PROPOSING TO DISTURB THE REGULATED WETLAND AREA OR THE REGULATED FLOOD PLAIN AREA.

NOTE: ON-SITE SPEED LIMIT SHALL BE 15 M.P.H.
(SPEED LIMIT SIGNS SHALL NOT BE PLACED UNLESS REQUIRED BY CITY OF PORTAGE OR DESIRED BY OWNER)
(DESIGN SPEED = 25 MPH OR GREATER)

DUPLEX BUILDING ENVELOPES MEASURE 104' BY 62' DEEP. ALL DUPLEXES WILL FIT WITHIN SHOWN RECTANGLE (TYPICAL)

SHOWN BUILDING ENVELOPES MEASURE 55' BY 62' DEEP. ALL BUILDING TYPES WILL FIT WITHIN SHOWN RECTANGLE (TYPICAL)

EDGE OF PROPOSED DESIGN TO CITY OF PORTAGE FOR WATER MAIN AND ACCESS TO CURB BOYS

SASSAFRAS TRAIL (EXISTING PRIVATE ROAD)

NOTE: UNITS 33 AND 34 WITHIN PHASE 2 ARE CURRENTLY UNDER CONSTRUCTION

SEE SHEET 3 FOR ADDITIONAL LABELS AND INFORMATION

NOTE: CONSTRUCTION OF FOOTINGS, FOUNDATIONS, AND BASEMENTS SHALL COMPLY WITH CITY REQUIREMENTS

GENERAL NOTES

- 1) PROPERTY IS CURRENTLY ZONED "PD"
- 2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX
- 3) PUBLIC SANITARY SEWER SHALL BE 4" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 6 INCH PVC AND SHALL EXTEND FROM MAIN TO SEWER RISER
- 4) STORM WATER DISPOSAL SHALL BE THROUGH PERFORATED STORM SEWER PIPE WITH POSITIVE OUTLET TO THE DISPOSAL AREA. SYSTEM SHALL COMPLY WITH CITY SPEC'S AND CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL
- 5) ALL CONDOMINIUM STREETS SHALL BE PRIVATE, PAVED, AND HAVE A WIDTH OF 28.0' FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT
- 6) STREET LIGHTS, STREET SIGNS, AND HYDRANT SIGNS SHALL BE INSTALLED
- 7) SITE IS PRIMARILY COVERED WITH TREES AND BRUSH
- 8) ELEVATION DATUM IS U.S.C.S. DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE
- 9) PRIVATE DRIVEWAYS AS SHOWN ARE SUBJECT TO CHANGE
- 10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING ACTIVITIES
- 11) SHOWN BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS
- 12) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL

FIRE DEPT. NOTES

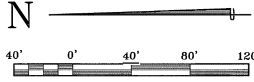
- 1) COMMERCIAL BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE
- 2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE "B" CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING
- 3) FIRE APPROPRIATE ACCESS ROADS LESS THAN 28.0' WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE
- 4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY
- 5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT
- 6) WIDTH OF IMPROVED STREETS SHALL BE 28.0' (SOUTH PORTION) OR 25.0' (NORTH END)
- 7) AN ELECTRONIC COPY OF APPROVED CITY PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (SEE FORM)
- 8) FIRE LANE SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY

ZONING & SETBACK INFORMATION:
-PROPERTY IS ZONED "PD"
-MINIMUM FRONT SETBACK (OFF EDGE PAVEMENT) = 25.0'
-MINIMUM DISTANCE BETWEEN BUILDINGS = 20.0'
-FOR REAR SETBACKS, SEE SHEET 2

SITE DATA:
-ZONING OF PROPERTY = "PD"
-PHASE THREE AREA = 14.16 ACRES
-# OF UNITS IN PHASE THREE = 27
-PHASE THREE DENSITY = 1.9 UNITS/ACRE
-DENSITY WITHIN PHASES ONE THRU THREE = 2.1 UNITS/ACRE
-75 UNITS / 35.46 ACRES

LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" FEET, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN
- PROPOSED TRAFFIC CONTROL SIGN
- PROPOSED 6.0' WIDE WALKING TRAIL
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT



AS-BUILT:
6/04/2018:
NOTE: SEE SHEETS 3 AND 38 WITH UPDATED AS-BUILT INFORMATION AND EASEMENT RECORDING DATA. THIS SHEET HAS NOT BEEN UPDATED.

NOTE: ENGINEERING PLANS FOR GAS, ELECTRIC, PHONE AND CABLE TV (BY OTHERS) SHALL BE SUBMITTED TO THE CITY OF PORTAGE FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION.

OVERALL PLAN		DATE:	7/03/2017
THE WOODLANDS AT AUSTIN LAKE		SHEET:	2
PART OF RE 1/4 OF SEC 25, E. 3 S., R. 11 W., CITY OF PORTAGE, Kalamazoo County, Michigan		CJB No.:	35238
Ingersoll, Watson & McMachen, Inc.			
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS			
1133 East Millman Road • Portage, Michigan 49802 • Phone 269 344-6105 • Fax 269 344-0555			

21-20-4A-2

TO: Planning Commission**DATE:** July 28, 2017**FROM:** Vicki Georgeau ^{Wear} Director of Community Development**SUBJECT:** Final Plan for the Woodlands at Austin Lake Phase 3, 4301 Branch Avenue.**I. INTRODUCTION:**

A final plan has been submitted by JAMB, LLC requesting approval to construct the third and final phase of the Woodlands at Austin Lake planned development. The final plan proposes the construction of 27 additional units (9 single units and 18 attached units). The entire 35 acre property is zoned PD, planned development.

II. WOODLAND AT AUSTIN LAKE PLANNED DEVELOPMENT:

The following summarizes the development and subsequent modifications regarding the Oakland Hills at Centre Planned Development project:

- December 2004. City Council approved a zoning change from R-1B, one-family residential to PD, planned development along with the tentative plan. The project included a mixture of housing types including 76 one-family attached residential units and four one-family detached residential units. A total of 80 residential units on approximately 35 acres was approved.
- August 2005. City Council approved the final plan to construct Phases 1 and 2 that included 44 one-family attached dwelling units and four one-family detached dwelling units for a total of 48 units.

A copy of the amended tentative plan for the Woodlands at Austin Lake PD is attached for Commission reference.

III. FINAL PLAN

Consistent with the approved tentative plan, approximately 17 of the 35-acres will be preserved in a natural wooded state resulting in an overall development density of 2.1 units per acre (1.9 units per acre in Phase 3). Among the areas that have been preserved include a large wooded wetland within the middle portion of the site, and wooded areas around the perimeter of the property and between condominium dwellings, where possible. Development activities will not encroach into designated wetland and/or floodplain areas which have been delineated on the property. For Commission information, the location of the wetland boundary had just been updated in July 2017 by a certified environmental consultant. The private road/utilities and municipal utilities will cross a Consumers Energy easement near the north end of Sassafra Trail. Review/approval of this crossing from Consumers Energy will be necessary.

The setbacks for buildings located in Phase 3 include 25 feet from the street, 20 feet between dwellings and 65 feet from the perimeter property line adjacent to the former railroad right-of-way. Municipal water and sanitary sewer will be provided to each unit. Storm water runoff associated with the third phase will be directed to a series of drainage areas designated as rain gardens on the east side of Sassafra Trail and on the west side, storm water will be directed of an underground storm sewer pipe that will have an overflow discharge point at the south end of Sassafra Trail. If required, permits will be obtained from the Michigan Department of Environmental (MDEQ) prior to any to the discharge of any storm

water into the wetland area. Access to the planned development is provided through an existing boulevard entrance from South Sprinkle Road, which is under the jurisdiction of the Kalamazoo County Road Commission. A secondary vehicular entrance is provided from Branch Avenue. The interior private street network is maintained by the condominium association.

As indicated in the attached communication from the applicant, the following minor changes are proposed with this third and final phase of development:

1. The number of units planned for Phase 3 has been reduced from 30 (four, one-family detached dwelling units and 26, one-family attached dwelling units) to 27 (nine, one-family detached dwelling units and 18, one-family attached dwelling units).
2. The street has been redesigned as a curvilinear street and raised to allow construction of daylight basements.
3. The approved tentative plan included a series of four-foot wide natural paths within the development. According to the applicant, residents do not utilize the natural paths due to wet areas in the spring and insects in the summer and choose instead to walk along the paved streets. In response to resident preferences, the developer is proposing to eliminate the natural paths planned for construction in Phase 3. As an alternative, the developer is proposing to increase the width of the private street from 24 feet to 28 feet to accommodate pedestrians. Additionally, the applicant is proposing a connection to the planned Austin Lake Trail that will be adjacent to this phase of development, when it is constructed.
4. A four foot wide concrete sidewalk was planned to be constructed along Branch Avenue with Phase 2 of the development. However, due to an existing drainage ditch as shown on the attached photographs provided by the developer, installation of this sidewalk would require that the ditch be filled, which would negatively impact existing storm water flow and retention. The developer also notes there are no other sidewalks in the immediate area. As a result, the developer is requesting that a sidewalk along this section of Branch Avenue not be installed.

III. RECOMMENDATION:

The final plan for the third and final phase of Woodlands at Austin Lake has been reviewed by the City Administrative departments and has been designed in substantial conformance with the approved tentative plan/narrative. Staff advises that the Planning Commission recommend to City Council that the final plan for The Woodlands at Austin Lake, 4301 Branch Avenue, be approved subject to the following:

1. MDEQ approval/permit to discharge storm water into the regulated wetland, if necessary;
2. Consumers Energy approval to install improvements within their easement area;
3. Elimination of the sidewalk along the north side of Branch Avenue due to physical constraints; and
4. Elimination of the wood chip path in Phase 3 subject to the width of the cul-de-sac street (Sassafras Trail) widened from 24 feet to 28 feet, and the six-foot trail connection to the future Austin Lake Trail.

Attachment: Final plan
Communication from the developer dated July 6, 2017
Approved Tentative Plan (December 2004)

May 22, 2023 Site Pictures



Figure 1. Existing house (Unit 52) on left; house on right (Unit 59). Open space in middle is planned duplex Units 60 and 61 (now proposed single family detached house).



Figure 2. Existing house (Unit 55) on left. Open space to the right is planned duplex Units 53 & 55 (now proposed single family detached house).



Figure 3. Existing house (Unit 52). Open space in middle is planned duplex Units 50 & 51 (now proposed single family detached house).

Sent from my iPad

Begin forwarded message:

From: Thomas Schlueter <tschlueter2557@gmail.com>
Date: May 30, 2023 at 5:22:57 PM EDT
To: feldte@portagemi.gov
Subject: JAMB LLC Amendment

Mr. Peter Dame, Chief Development Officer
Department of Community Development
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Mr. Dame,

I'm writing to let you know of our support of the Patterson's/JAMB LLC upcoming request to amend their plans for Sassafras Trail in the The Woodlands at Austin Lake. Currently, there are three duplex sites available (or a six units) and they are requesting to amend the plan to three single-family units. This would be a minor reduction in density of three units (26 to 23) on our street. Currently, there are ten single-family units and ten duplex style units (five buildings) on our street, so the additional three single-family units would nicely compliment our neighborhood.

Diana and I currently reside at 9299 Sassafras Trail, which we built and moved into April 2022. We have known the Patterson's personally and professionally for over 18 years. In my previous career as Market President for Mercantile Bank of Michigan (1998-2017) and Vice President of Market Development for Southern Michigan Bank & Trust (2017-2022), I had the chance to work with them from the original development of The Woodlands to the time of my retirement in September 2022.

Through the 18 or so years that I worked with them, they went through the 2007-2009 recession and the Covid years, which were two of the most challenging times for builders and developers in my time in banking. Now, we're stuck with high interest rates and high supply costs, so it's time for them to regroup, again. The Patterson's believe the marketability of three higher-end single family condos is more acceptable in the market,

than six units in a duplex setting.

In summary, we fully support their request. With full disclosure, I also serve on The Woodlands HOA Board as Treasurer.

Thank you,

Tom & Diana Schlueter
9299 Sassafras Trail
Portage, MI 49002
Tom's Cell #269-998-6901

Sent from my iPad

TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: June 12, 2023

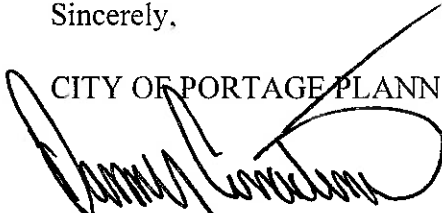
SUBJECT: An amendment that modifies the previously-approved Tentative Plan for The Woodlands at Austion Lake Condominiums Planned Development at 4301 Branch Avenue

At the June 1, 2023 meeting, the Planning Commission reviewed and discussed an amendment that modifies the previously-approved Tentative Plan to change three proposed duplexes (6 units) to three detached single-family homes for The Woodlands at Austion Lake Condominiums Planned Development at 4301 Branch Avenue. The applicant representative, Bill Patterson of JAMB, LLC was present to support the proposed application and explain the project details. One public comment to support this item at the meeting.

The Planning Commission voted unanimously (8-0) to recommend to City Council the approval of the Tentative Plan Amendment to amend three duplexes (6 units) to three single-family homes, that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family houses.

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION


Dan Corradini
Chairman

Attachments: June 1, 2023 Planning Commission meeting minutes.

CITY OF PORTAGE PLANNING COMMISSION

**Thursday, June 1, 2023
7:00 PM Portage
Portage City Hall Council Chamber**

The City of Portage Planning Commission meeting of June 1, 2023, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Biqi Zhao, Deputy Director of Planning and Zoning
- Peter J Dame, Chief Development Officer
- Catherine Kaufman, City Attorney

ROLL CALL

Ms. Zhao called the roll: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (yes); Youngs (yes); Kasper (no); and Freiman (yes).

APPROVAL OF MINUTES

1. Minutes dated May 18, 2023.

Motion by Vice Chair Joshi, seconded by Commissioner Baldwin to approve the May 18, 2023 meeting minutes, as submitted. Motion carried 8-0.

PUBLIC HEARINGS

1. An amendment that modifies the previously-approved Tentative Plan for The Woodlands at Austin Lake Condominiums Planned Development at 4301 Branch Avenue.

Ms. Zhao provided a PowerPoint presentation of the proposed development. She showed the originally-approved Tentative Plan drawing, described overall housing types and density, and indicated later approved changes to the development. She showed various site and neighborhood images, including vacant sites of the proposed future housing changes from duplexes to single-family detached homes. Ms. Zhao indicated that the proposed change for fewer units would result in a slight decrease in density and traffic volume, and that the developer would need to change the Master Deed to reflect the proposed changes. Further, she stated the required public notices for the proposal, including one supporting letter and no opposing comments.

Ms. Zhao concluded her presentation with staff recommendation stating “If no additional public comment is requested and the Commission is supportive of the proposed amendment request for The Woodlands at Austin Lake Condominiums, staff advises the Planning Commission to recommend to City Council the approval of the Tentative Plan Amendment that reduces the overall unit count to 71 units with 27 duplexes (54 attached units) and 17 detached single-family homes.”

The applicant, Bill Patterson, 9309 Sassafrass Trail, Portage, MI, stated he did not have any further comments beyond what was described in Ms. Zhao’s presentation and accepted questions from the Commission.

Commissioner Freiman asked about past stormwater items.

Chair Corradini opened the public hearing.

- William Johnston, 9468 Brianna Trail, spoke to support the proposal.

The public hearing closed by motion supported by Commissioner Youngs, seconded by Commission Baldwin.

Commissioner Fries made a motion for the Planning Commission to recommend to City Council for approval of the Tentative Plan Amendment of The Woodlands at Austin Lake development at 4301 Branch Avenue. Motion supported by Commission Baldwin. Voice vote to approve motion passed 8-0.

2. A Tentative Plan and Rezoning Application (#22/23-9), from OS-1 Office Service and B-1 Local Business Districts to Planned Development (PD) District for a senior housing facility at 732, 810, 830, and 906 E. Centre Avenue.

Ms. Zhao provided a PowerPoint presentation of the proposed development, describing existing and proposed conditions, indicating applicable regulations and permitting procedures. Ms. Zhao showed the existing zoning district and Future Land Use Map of the Comprehensive Plan. She also showed current site pictures of the development area. She stated that part of the project, the applicant also seeks Planning Commission support for an increase in density and reduction in parking spaces. Ms. Zhao provided an analysis indicating no required traffic study, increased buffering, proposed parking lots facing E. Centre Avenue, proposed 1- & 2-story building heights, lower parking/ traffic demand, and staff's support of the increase in density and reduction in parking spaces. She indicated that the project is consistent with the goals of the Comprehensive Plan and meets City's housing strategies.

Ms. Zhao concluded her presentation with staff recommendation stating "If no additional information is requested by and the Commission is supportive of the proposed Tentative Plan and Rezoning request, staff advises the Planning Commission to recommend to City Council that the Tentative Plan and Rezoning Application (#22/23-9), from OS-1 & B-1 to Planned Development for a senior housing facility at 732, 810, 830, and 906 E. Centre Avenue be approved."

Commissioner Youngs asked about any existing easements along E. Centre Avenue when the City of Portage acquired ownership and maintenance of E. and W. Centre Avenue from the Road Commission of Kalamazoo County (RCKC). Ms. Zhao stated that she would research the item.

Chair Corradini asked about the existing entrance/ exit associated with the Beacon Pointe Memory Care, the proposed southern drive and location of trash dumpster, and the proposed stormwater basin.

The applicant representative, Joseph Nawrocki, based in Grand Rapids represents Trilogy Health Services, and his civil engineer, Jeff Paulson, representing Hurley & Stewart, 2800 S. 11th Street, Kalamazoo, MI. Mr. Paulson addressed the Commissioner's comments about the easements along E. Centre Avenue, the two access drives for the project, and the proposed private stormwater basin.

Chair Corradini expressed more concerns about the perceived turning access/ movements, traffic accidents, and traffic volume along E. Centre Avenue in the area of the development.

The applicant representative, Mr. Nawrocki, distributed plans to the Commission.

The applicant representative, Mr. Nawrocki, provided a presentation of Trilogy's background, operations, services, and regional facilities within certain Midwestern states. He described the

proposed development, overall operations, deliveries, employees, and communication with adjacent residences. He also showed concept drawings of the development.

Commissioner Pezzoli asked about the storm water and property line change of 906 E. Centre Avenue.

Commissioner Fries asked about ADA-compliant apartments, covered parking spaces, and about whether or not 912 E. Centre Avenue was pursued for purchase for the development. The applicant indicated the apartments will be ADA, the covered parking is first-come, first-serve, and that 912 E. Centre Avenue was not part of the development area.

Commissioner Baldwin asked if an elevator will be provided for second floor access in the case of emergency personnel access. The applicant indicated yes.

Chair Corradini opened the public hearing.

- Andrew Skidmore, 912 E. Centre Avenue, indicated the following concerns: not receiving an invite from the applicant for the applicant's neighborhood meeting, difference in fence height, landscaping near the stormwater basin as additional buffer, parking lot lighting, deliveries, and traffic items; and asked about whether or not the subject site is right for the proposal.

The public hearing was closed by motion supported by Commissioner Baldwin, seconded by Commission Adams.

The applicant addressed public testimony concerns.

Commissioner Pezzoli made motion that the Commission recommend to City Council the approval of the Tentative Plan and Rezoning application No. 22/23-9 from OS-1 Office Service and B-1 Local Business Districts to Planned Development PD for a senior housing facility at 732, 810, 830, and 906 E. Center Avenue. Vice Chair Joshi supported the motion. Voice vote to approve motion passed 8-0.

SITE/FINAL PLANS

None.

NEW BUSINESS

None.

OLD BUSINESS

None.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS/ STAFF

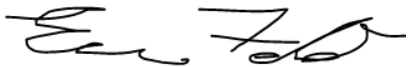
Chair Corradini thanked the Commission for attending Planning Commission meeting and informed the Commission to contact staff of any future absences.

Ms. Zhao indicated a special Planning Commission meeting scheduled for June 28th at 7pm for Master Plan Workshop and other development projects.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 8:07 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt". The signature is stylized with a large "E" and "F".

Eric Feldt, AICP, CFM
Senior City Planner